

EMERGENCY PLAN FOR [REDACTED]

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1. Objective

The objective of the following plan is to effect the orderly and expeditious evacuation of the occupants of [REDACTED] to places of safety in case of air raid, fire, or other such emergency, and for the movement of such occupants to designated shelter areas in event of an imminent air raid when time would not permit evacuation. Included are provisions for the securing of all classified material and records and the protection of equipment under all circumstances of emergency.

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2. Organization of Plan

The plan consists of two parts: Part I contains the detailed procedures for the accomplishment of the above cited objectives with respect to evacuating [REDACTED] in case of advanced warning of an air raid, fire, or other such emergency; Part II modifies the plan outlined in Part I only to the extent necessary to accomplish the objectives with respect to the use of shelter areas. The same procedures will be followed under Parts I and II of this plan to the point requiring direction of occupants of the building to places of safety. Procedures thereafter differ to meet the requirements of the type of emergency concerned as set forth hereinafter.

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3. Charts and Exhibits

- Appendix 1 - Assignment of Room Wardens and Wing Wardens
- Appendix 2 - Assignment of First Aid, Rescue, and Fire Fighting Teams
- Appendix 3 - Alarm Signals
- Appendix 4 - Ground Floor Plan [REDACTED]

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Part I - General Evacuation Plan

Alarms

The advance warning air raid signal indicating that evacuation of the city has been ordered will be a continuous blast on sirens and horns lasting for five minutes.

The signal indicating a fire in [REDACTED] will be three long rings of the alarm bell. This will be followed by a series of short rings to indicate the area within the building from which the alarm was sounded. See Appendix 3.

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Assembly Points

In the event of an advance warning air raid the assembly point for all personnel, except drivers, upon evacuation of the building is [redacted] and to the [redacted] Drivers will assemble to the west of the main entrance. After evacuation is completed each driver will walk past the assembly of riders and pick up his quota of riders.

The assembly point for all personnel upon evacuation of the building in case of fire or other such emergency is the [redacted]

Disaster Service Units

Assignment of personnel to serve on First Aid, Fire Fighting, and Rescue teams, and an outline of the duties of these teams in event of a disaster are shown in Appendix 2. Details with respect to the duties are contained in separate instructions.

First Aid Stations, Alarm Boxes and Fire Extinguishers

The locations of the First Aid Station, Fire Alarm Boxes, and Fire Extinguishers in [redacted] are shown in Appendix 4.

Building Warden

[redacted] will act as Building Warden for [redacted] In his absence the Deputy Warden, [redacted] will serve in that capacity. In the absence of both one of the following will assume this responsibility in this order: [redacted]

Room Wardens

Assignment of Room Wardens is shown in Appendix 1. In case of advance warning air raid, fire or other emergency, he will:

1. Instruct personnel to secure all classified material, close windows, and shut off fans. Remind them to take their badges, handbags, and coats.
2. Direct personnel toward assigned exit, if it appears to be usable. If alternate exit is necessary, follows directions of Wing Wardens or uses own judgment in his absence.
3. Check assigned room to make sure that all safes, windows, and inter-room doors are closed, all classified material is secured, fans are turned off, and all personnel have left. Test any safe that does not

appear to be properly locked, but will not make regular check of each safe. Leave doors into corridors open.

4. Report to his Wing Warden that his area is secured. He will then be available for further duty assignments.

Wing Wardens

Assignment of Wing Wardens is shown in Appendix 1. In case of advance warning air raid, fire or other emergency, each Wing Warden will:

1. Go immediately to his assigned post after asking a co-worker to secure his classified material and safe.
2. Direct personnel to assigned exit, or to alternate exit if circumstances make it necessary.
3. Make a final quick check of his area, including conference rooms, file rooms, and lavatories, after Room Wardens have finished their check; look into each room to make sure all personnel have left.
4. Close all corridor fire doors and room doors into corridors while making this final check.
5. Report to Exit Warden that his area is clear; and may then receive further duty assignments.
6. When personnel are recalled, he will return to his area to close interior emergency exits and make sure that outside emergency exits have been properly secured.

Exit Wardens

STAT [] will act as Exit Warden at the main entrance to [] STAT
STAT [] will be Alternate Exit
Warden at that entrance.

STAT [] will act as Exit Warden at the emergency fire exit on
STAT Southeast corner of [] will be Alternate
Exit Warden at that exit.

In case of advance warning air raid, fire or other emergency, each Exit Warden will:

1. Go immediately to his assigned exit after asking a co-worker to secure his classified material and safe.
2. Determine that the exit is usable, or selects alternate exit if necessary and takes action to advise personnel accordingly.
3. Stand guard at exit to assist evacuation and prevent unauthorized entry. At unguarded emergency exit he will remove the bar and open the

door. The Exit Warden at the Southeast corner fire exit will remain on guard until the door is secured from the inside after recall. At the main exit the Exit Warden will assist the FBA Guard in controlling the traffic.

4. If no other assigned Warden is immediately available, he will select one or more male employees leaving exit and instruct them to keep all personnel moving away from the building to the dispersal point.
5. Receive reports from his Wing Wardens that their areas have been secured. If any of them fail to report within a reasonable time, he will send one or two male employees to investigate that area.
6. Upon receipt of reports from his Wing Wardens, the Exit Warden will designate a Wing Warden to report the security of the area to the Building Warden.
7. At the regular guarded exit (main entrance, when personnel return after recall, he will help the FBA Guard in the inspection of badges for re-entry.

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General Instructions

When the air raid signal for evacuation of the city or the building fire alarm is sounded, or any other emergency occurs that requires the building to be evacuated, all employees will proceed as follows:

1. Secure all classified material and lock safes. Test each drawer but do not initial check sheet. Do not stop to answer telephones.
2. Close all windows and inter-room doors, and turn off fans.
3. The Room Warden, or in his absence the senior employee in each room at the time of the alarm is responsible for making sure that the room is properly secured and that all personnel have left. The doors into the corridors will be left open.
4. Walk, do not run, to assigned exit, or as otherwise directed by a Warden, being sure to take handbags, coats, and badges. Badges will not be inspected on leaving the building, but must be shown on re-entry which will be through main entrance on Independence Avenue.
5. The first male employee arriving at a Wing or Exit Warden station and finding no one on duty will automatically take over the duties of that station until relieved by the designated warden or his alternate. All male employees should be familiar with the duties of the Wing and Exit wardens in order that they may assume such duties in the absence of the designated wardens.
6. Upon leaving building go promptly to designated assembly points.
7. Comply promptly with any directions given by the Wardens.

8. If removal of cars from the parking area is necessary, it will be accomplished after personnel have reported to the dispersal area. Definite instructions will then be issued by the Building Warden.

Visitors

Visitors are the responsibility of the employee they are with at the time of the alarm. The employee will secure his own material and then escort the visitor to the assigned exit where he will hand the visitor's pass to the Exit Warden. If the employee is assigned to Warden duties, he will ask the first available fellow employee to escort the visitor to the exit. After recall, the Exit Warden will turn in such passes to the PBA Guard.

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Part II - Air Raid Emergency Plan for Taking Shelter

1. In case of an Air Raid alarm at indicating an impending air raid the personnel of Management Staff will assume the responsibilities and follow the procedures prescribed in Part I of this plan subject to the modifications and supplemental instructions which follow.

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2. Alarm

The take cover air raid signal is a fluctuating sound on sirens, or short blasts on horns, lasting for three minutes.

3. Shelter Area

The shelter area is located on the first floor in Room 163 and in the main corridor extending from Room 163 to the second door of Room C-10 as shown in Appendix 4. The limits of the shelter area are indicated by signs posted on the wall.

4. Personnel

When the take cover air raid alarm is sounded, personnel will follow the same procedures as in case of evacuation except that they will proceed to the shelter area instead of to the assigned exits.

5. Wing and Room Wardens

The Wing and Room Wardens designated for the evacuation plan will act in similar capacities under the take cover plan, and the duties will be the same with the exception that personnel will be directed to the designated shelter area.

6. Exit Wardens

Exit Wardens will report directly to the shelter area and hold themselves in readiness for instructions from the Building Warden.

7. Evacuation of Building

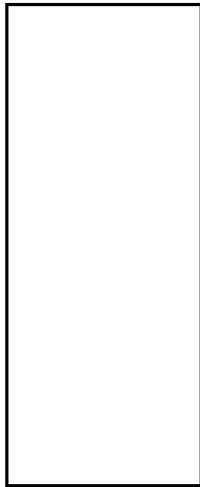
The building will be evacuated only on instructions from the Building Warden or Deputy Building Warden. Until so instructed, no employee will leave the building during an air raid alert.

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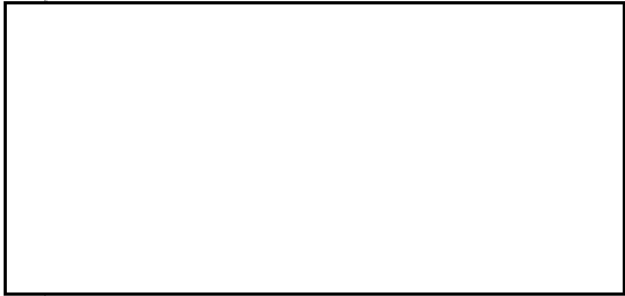
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APPENDIX 1

Assignment of Room Wardens and Wing Wardens

<u>Room No.</u>	<u>Room Warden</u>
101 - 103 - 105 - 107	
109 - 111 - 113	
115 - 117B - 117C	
117A - 119	
104 - 106 - 108 - 110	
112 - 114	
121 - 123	
125 - 127	
120 - 122	
124 - 126	
131 - 136	
132 - 134	
135 - 137 - 139 - 140 - 141	
142 thru 151	

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<u>Station</u>	<u>Wing Warden</u>	<u>Alternate</u>
West end of Wing 1 at stairway		
Intersection of Wing 1 and 2		
Intersection of Wing 2 and 3		

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(see Appendix 4 for Wing boundaries)

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8. General

Those arriving first at the shelter area will proceed to the center of the area so as not to block the entrances. Office doors opening on the shelter area will be closed at the earliest practicable moment, and remain closed until the all clear is sounded.

Building Warden

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APPENDIX 2

Assignments and Duties for the Emergency Plan

REPORT TO BUILDING WARDEN AT ASSEMBLY POINT UPON COMPLETION OF EVACUATION

A. First Aid Units

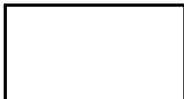
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1. To locate injured person and render on the spot first aid where necessary.
2. To remove injured to safe areas.
3. To perform related duties as needed.

B. Fire Fighting Teams

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1. After the disaster to search out all fires within the building, to contain or extinguish them or request aid if necessary.

C. Light Rescue Team

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1. After the disaster to search out and free any persons who may have been trapped by falling debris, jammed doors, collapsed walls, etc.

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APPENDIX 3

Alarm Signals

Fire

1. In case of fire, the Management Staff employee discovering the fire, or the PBA Guard, will sound the alarm by going to the nearest building fire alarm box and pulling the lever down once. It is emphasized that the alarm is given by pulling the lever down only once since the fire alarm box at which the warning is sounded will automatically indicate the location of the fire as to building, floor, and area on the floor.

2. As the temporary buildings on [] are on the same fire alarm warning system and the alarm bell sounds in all buildings simultaneously, it is important that Management Staff personnel recognize the signal indicating a fire in [] which is three long rings of the alarm bell. Short rings follow to indicate the area from which the alarm is sounded.

3. Signals will sound as follows:

No. of rings			
<u>Long</u>		<u>Short</u>	
3	-	1	- 3
3	-	1	- 1
3	-	1	- 2
3	-	1	- 4

<u>Floor</u>	<u>Area</u>
1st	Near Room No. 101
1st	Near Room No. 117
1st	Near Room No. 134
1st	Near Room No. 151

(There are several other fire alarm boxes in [] For locations see chart on wall at main entrance.)

Air Raid

The air raid signal to evacuate the city will be a continuous blast on sirens and horns lasting for five minutes.

The air raid signal to go immediately to shelter areas will be a fluctuating sound on sirens, or short blasts on horns, lasting for three minutes.

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Approved For Release 2005/08/16 : CIA-RDP70-00211R000300060004-7

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Approved For Release 2005/08/16 : CIA-RDP70-00211R000300060004-7